

**YAKAMA NATION HUMAN RESOURCE OFFICE
JOB ANNOUNCEMENT**



Announcement # 2011-066 **Issue Date:** 04-11-11 **Closing Date:** 04-29-11

Shift Supervisor
Yakama Nation Gaming Commission
Compliance Department
Hourly Wage: \$18.91/Full-Time/Regular

The Compliance Shift Supervisor oversees the functions of the surveillance and enforcement divisions. Responsibilities include ensuring that both divisions are maintaining and enforcing regulatory compliance, adhering to policies, procedures and directives. The supervisor carries the responsibility of making regulatory assertions on behalf of the Compliance management team. Supervision of staff from both divisions includes, ensuring work productivity, customer service, and timely completion of work is appropriate. Reporting all personnel and regulatory issues is required to be immediate and thorough. Responsible to ensure the gaming operation is in compliance with all applicable regulations and laws. A strong ability to communicate difficult issues with various staff and gaming operation associates is necessary. Review and prepare written reports when deviations occur. This is a supervisory position which requires working in cooperation and closely with management.

Knowledge, Skills and Abilities:

- Extensive knowledge of tribal, state and federal laws and regulations, specifically in relation to the gaming industry.
- Knowledge of the principles and practices of tribal administration and general office practices and procedures.
- Knowledge of casino surveillance and enforcement practices including gaming procedures, games integrity and patron and asset protection processes.
- Skills in leadership and motivation.
- Skilled in interpersonal relationships that adhere to the values and business practices of the Commission.
- Skill in communication.
- Ability to facilitate and lead projects and issues.
- Ability to manage timely efficiently and effectively.
- Ability to review and decipher complex information.

Qualifications:

- High school diploma or GED required.
- Five years of compliance experience required.
- Two to three years of supervisory experience preferred.
- Three years of governmental or other regulatory experience helpful.
- Some college course work related to criminal justice, business or an equivalent field if helpful.
- Any equivalent combination of education and work experience may be substituted for required qualification.

Necessary Special Requirements:

- Must pass an annual thorough criminal background investigation.
- Must possess and maintain a Washington State driver's license.
- Maintain and promote strict standards of confidentiality and professionalism.
- Must take an Oath of Office; sign a Code of Conduct and Confidentiality Agreements.

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- Requires non-traditional work hours.
- Required to pass a pre-employment drug and alcohol test.

